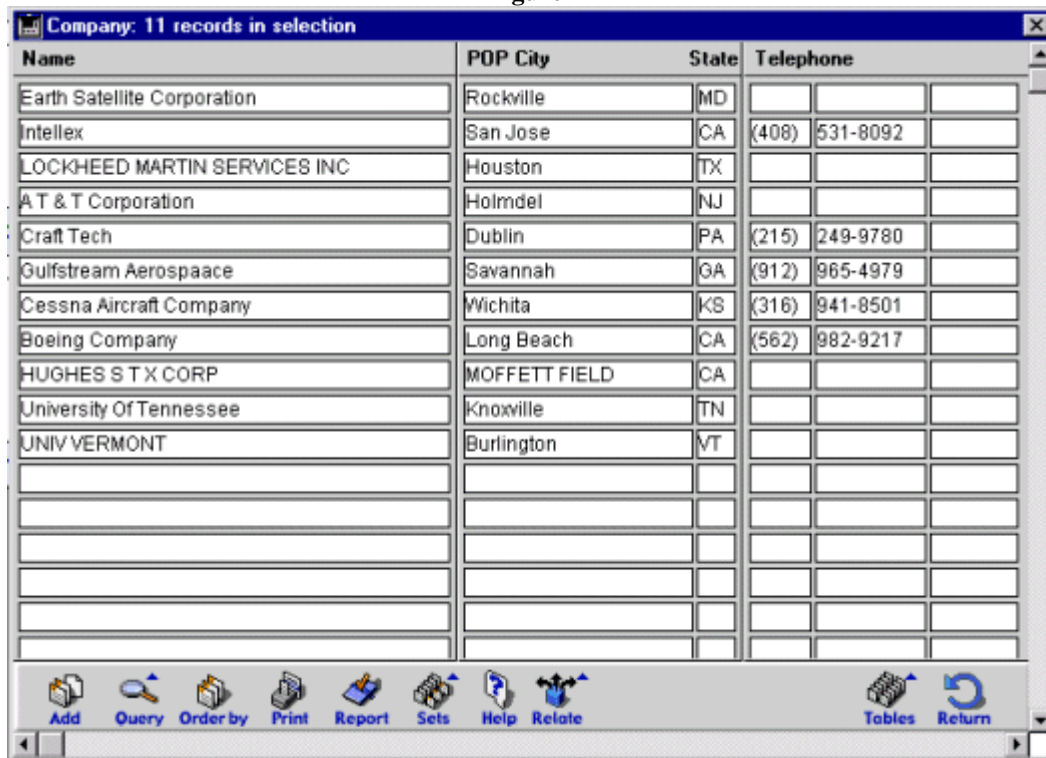


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To create a report and have it print out information from a selection of records from a specific table a user should follow these simple steps.

The example we will use is a the selection of [Company] records seen below in Figure 1.

Figure 1

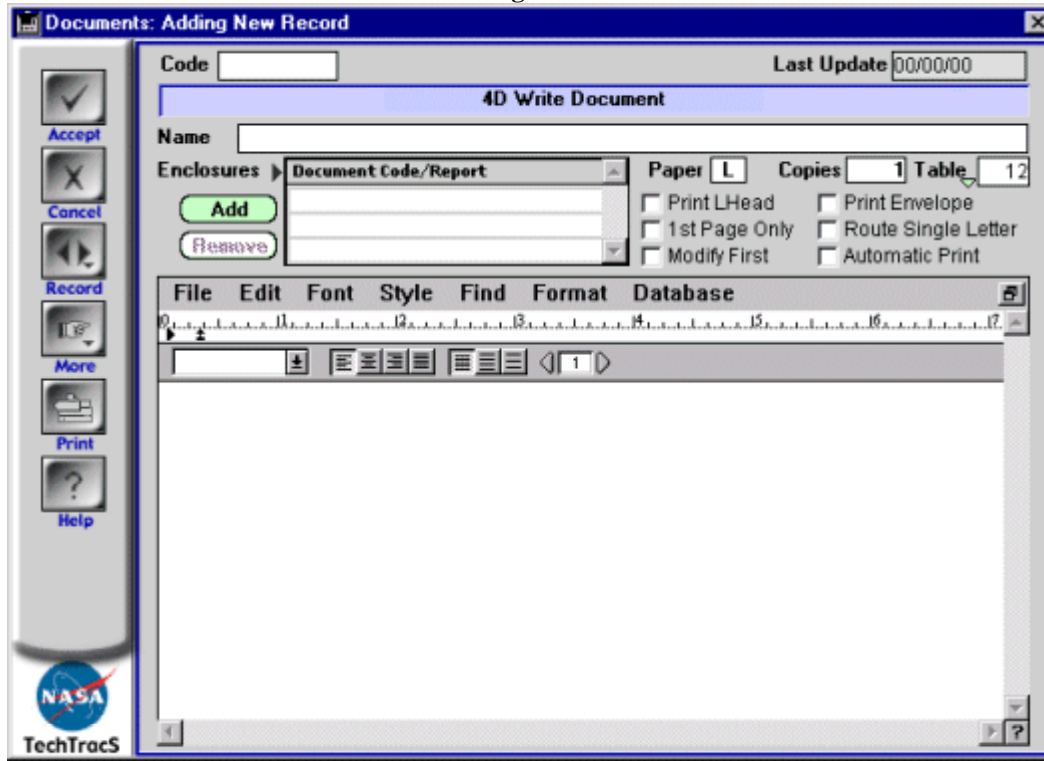


Name	POP City	State	Telephone
Earth Satellite Corporation	Rockville	MD	
Intellex	San Jose	CA	(408) 531-8092
LOCKHEED MARTIN SERVICES INC	Houston	TX	
A T & T Corporation	Holmdel	NJ	
Craft Tech	Dublin	PA	(215) 249-9780
Gulfstream Aerospace	Savannah	GA	(912) 965-4979
Cessna Aircraft Company	Wichita	KS	(316) 941-8501
Boeing Company	Long Beach	CA	(562) 982-9217
HUGHES S T X CORP	MOFFETT FIELD	CA	
University Of Tennessee	Knoxville	TN	
UNIV VERMONT	Burlington	VT	

To create a report that will print out information on this selection of records, the user should go to the [Document] table and click the *Add* button. In Figure 2 below an example can be seen of the new screen that will appear.

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Figure 2



Next, the user should choose the [Company] table (#12) in the field.

After choosing the correct table the user should create a document and choose the fields that he/she wants to be printed out.

When the user has finished the document, the *Accept* button should be clicked and the document saved.

The next step in printing out this new report is for the user to go to the [Company] table and choose a selection of records to be used for the report. As seen in Figure 1 above.

After the selection is made, the user should click the *Print* button at the bottom of the list screen and choose the document number that he/she just created. As seen if Figure 3. Finally he/she should click *Print* and wait for the report to print out.

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Figure 3

Choose Report and/or Letter Layout(s)...

Reports	Doc #	Letters
Contractor Info	504	Partially Exclusive Letter

11 records in selection

☐ Followup Letter ☐ All Innovators

Cancel **Print**